Your profile becomes your online resume with Washington State. Since you create your profile only once, it is easy to apply for several jobs. If you choose not to create a profile, you will have to re-enter your qualifications, skills, and education every time you apply for a job.

Your profile contains your personal information, your education, work experience, qualifications and employment preferences. You will be able to attach documents that you feel are relevant to your profile, such as your resume, certificates, scanned transcripts or letters of reference.

Your profile becomes part of the talent pool and can be accessed by recruiters looking for individuals to fill jobs in their agencies. Take your time and complete your profile as comprehensively as possible so it will be matched against a full range of suitable positions.

1. Begin your profile by selecting **My Personal Details.**
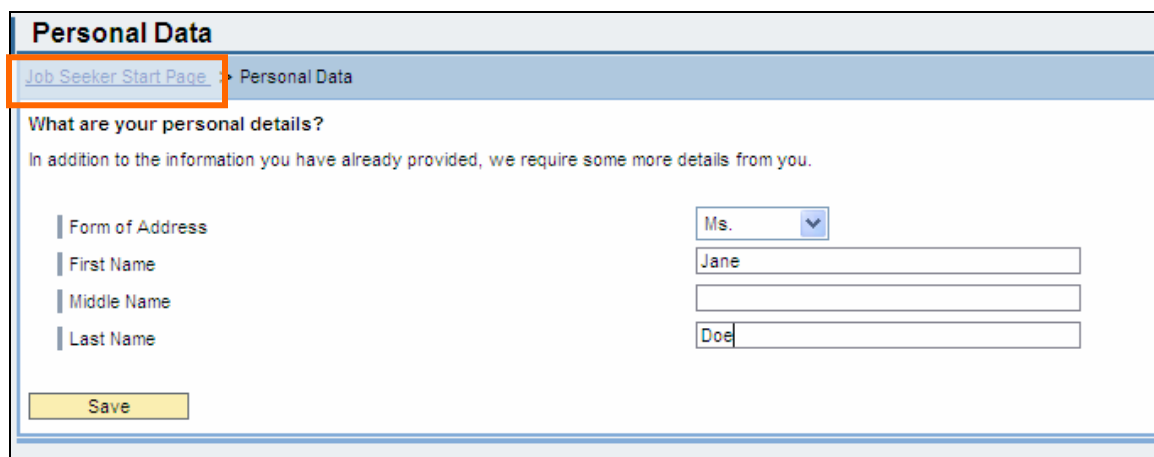

NOTE FOR INTERNAL JOB SEEKERS – The Internal Job Seeker start page does not have <u>My Personal Details</u> or <u>My Contact Information</u> since you need to update your contact information through Employee Self Service (ESS).   Internal Job Seekers skip down to page 4, the <u>Entering your Work Experience, Education, Qualifications and Desired Employment</u> section.

Entering Your Personal Data

The first step in creating your profile is to enter your personal data. This is the name that will be shown on your profile.

CAUTION: You are accessing this application via an internet connection, use of **the browser's "back button" will take you out of the Job Seeker web site to your previous location.**

IMPORTANT NOTE: Hit the **Save** button at the bottom of the page once you have filled out all of the fields. If you wish to return to the Job Seeker start page click on "**Job Seeker Start Page"** in the upper left hand corner of the page as shown below.
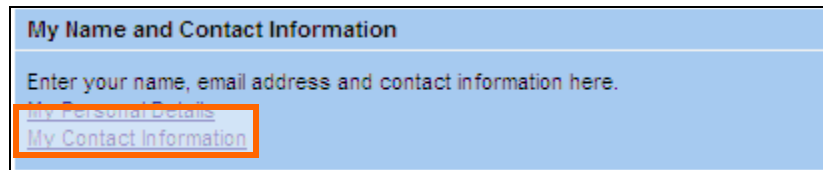
Personal Data

Job Seeker Start Page   ▸ Personal Data

What are your personal details?

In addition to the information you have already provided, we require some more details from you.

Form of Address	Ms. ▾
First Name	Jane
Middle Name	
Last Name	Doe

Save

If you wish to exit this application click on the Logoff button in the upper right hand corner of your screen.

Logoff
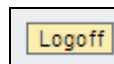
2. Continue by clicking on **My Contact Information.**

My Name and Contact Information
Enter your name, email address and contact information here.
My Personal Details
My Contact Information

Completing the Communication Data section ensures that DOP can contact you with job information.

3. When you are done, click **Save.** Required fields are marked with a red asterisk.

4. Return to the Job Seeker start page by clicking on the **Job Seeker Start Page** link in the upper left hand corner.
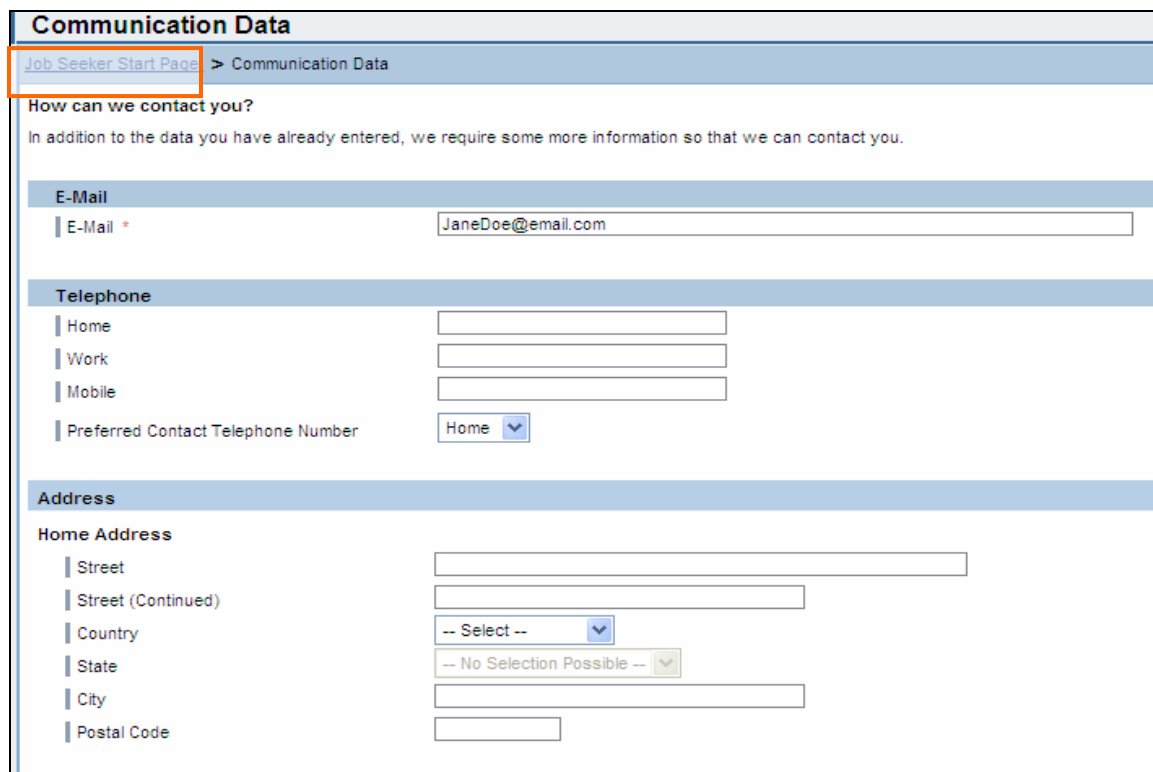
Communication Data

Job Seeker Start Page > Communication Data

How can we contact you?

In addition to the data you have already entered, we require some more information so that we can contact you.

E-Mail	
E-Mail *	JaneDoe@email.com

Telephone	
Home	
Work	
Mobile	
Preferred Contact Telephone Number	Home

Address	
Home Address	
Street	
Street (Continued)	
Country	-- Select --
State	-- No Selection Possible --
City	
Postal Code	

Screen view is continued on next page.

Mailing Address

Street	
Street (Continued)	
Country	-- Select --
State	-- No Selection Possible --
City	
Postal Code	

Other Address

Street	
Street (Continued)	
Country	-- Select --
State	-- No Selection Possible --
City	
Postal Code	
Preferred Address for Contact	Home

Save

Entering your Work Experience, Education, Qualifications and Desired Employment

1. To build your profile click on **Option1: Build Resume Profile.** You only have to create your profile once and you can update it at any time.

Job Seeker Start Page

Creating a profile on the Washington State Careers website provides a central location for maintaining personal information, allows state employers to match your skills to positions, and offers tools for quick, manageable job searching and applications.

My Name and Contact Information

Enter your name, email address and contact information here.
My Personal Details
My Contact Information

Change Personal Settings

Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location.
Change Personal Settings
Change User Name

My Resume

The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.
Option 1: Build Resume Profile
Option 2: Copy and Paste Resume
View My Resume
Release Profile for Consideration
Identify Interest Group

View Help and Use Services

Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity.
View Demonstration
Link to WA Careers Website

My Job Search and Applications

If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.
Apply Directly
Search for Jobs
Favorites
Manage Applications

2. Complete all eight sections of the profile to give yourself the best opportunity for successful job placement. You can complete them in any order.

Entering Your Work Experience

Upon completing a section of your profile a green check mark appears on the tab for that category. This indicates that you have entered data in this category.

You may return to the start page at anytime by clicking on the **Job Seeker Start Page** link in the upper left hand corner of the screen. To access other tabs:
- Click on the **tab**
- Click on the **next** and **previous** tab link
- Click on the **navigations** buttons to the right of the tabs

1. Let's begin by documenting your work experience. Click on the **Work Experience** tab; click on **New Entry.**

2. You may add experience and edit or delete any information by clicking on the buttons at the bottom. Your entries will automatically save as you enter information.

3. Continue to add work experience information by clicking on **New Entry.**

Entering Your Education

1. Click on the **Education** tab.

2. To create an entry, select **New Entry.**

   NOTE: You can edit or delete any of this information by clicking the appropriate button at the bottom.

3. After completing a section of the profile a green check mark appears on the tab for that category. This indicates that you have entered data in this category.

4. Fill in the applicable boxes.

5. Continue to add education information by clicking on **New Entry.** To pick from a list of valid options, click on the blue box with the down symbol. As appropriate, you may want to specify a subject or description.

Entering Your Qualifications

1. Click on the **Qualifications** tab. This section tells us about your skills, abilities and knowledge and will assist recruiters searching the Talent Pool for your skills and abilities.

2. Click on the **Edit** button.

3. In this section of the profile, you identify your competencies and skills and your proficiency in each. This page may take a while to load as there are several qualifications from which you can select.

**NOTE: There are two parts of the Qualifications Catalog to select from –
"General Qualifications" and "Occupational-Specific Qualifications".** This
section of your profile will likely take the longest amount of time to complete, but
is a very critical component of your profile. Recruiters search on various
qualifications when they are conducting a candidate search.
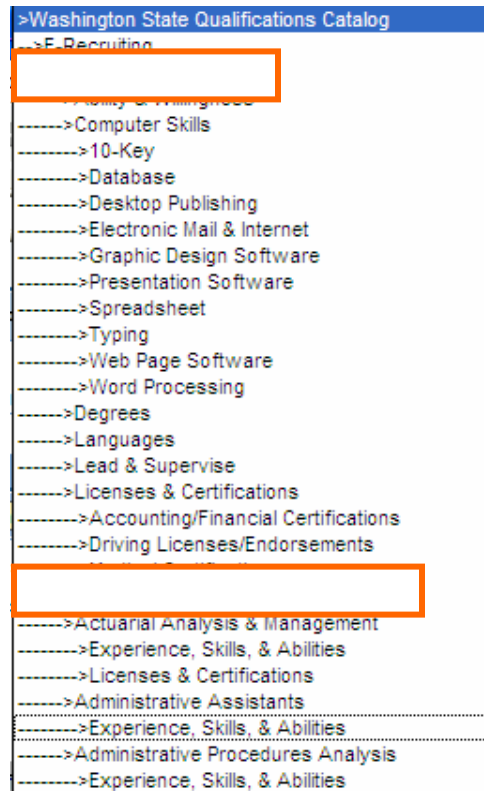
4. Under the **General Qualifications** group is a group of qualifications referred to as **Ability & Willingness (1).** As you can see below there are several qualifications listed in this group. Select those that best identify your skills. Also rate your **Specification (2)** in each by selecting the appropriate proficiency. Identify other details as needed in the **Other (3)** section. If you are unsure of the proficiency definitions, click on **Show Descriptions (4)** for additional information.

| Candidate Profile | 1 Work Experience ☑ | 2 Education ☑ | 3 Qualifications | 4 Attachments | 5 Desired Job | ≫ |

◄ Education │ Attachments ►

What competencies and qualifications do you have to offer?

Select qualifications from the drop-down list relevant to the jobs for which you are applying. To select a qualification, click the SELECTED box, choo your proficiency level and save. For more information, go to careers.wa.gov/help/qualifications.

1

| Qualification Group | ------>Ability & Willingness ▼ | Show Descriptions **4** |

Qualifications

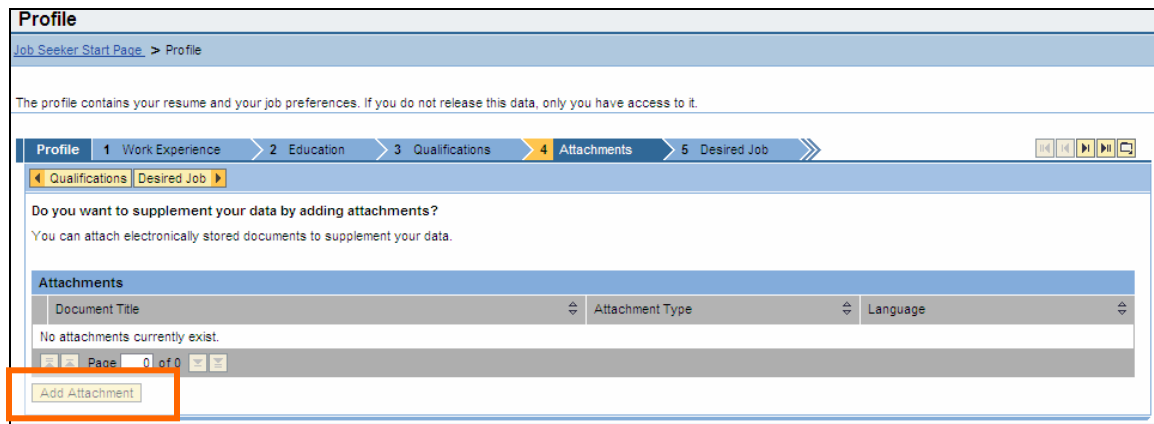| Selected ⇕	Qualification ⇕	Specification ⇕
☐	Undergo background check	Not rated ▼ **2**
☐	Undergo polygraph test	Not rated ▼
☐	Work in hospital	Not rated ▼
☐	Work in juvenile or corrections facility	Not rated ▼
☐	Work varying schedules	Not rated ▼
☐	Work with persons with disabilities	Not rated ▼

3

│ Other

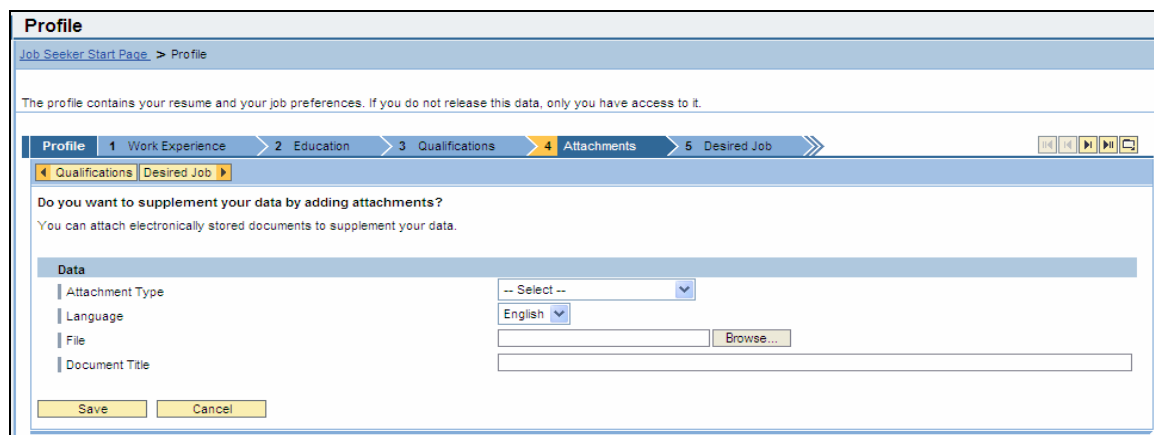| Save | Cancel |

Supplementing Your Profile with Attachments

The fourth tab is for attachments. You can supplement your profile by attaching documents (diplomas, resumes or certificates for example) which compliment your list of skills.

1. Click on the **Add Attachment** button.

Profile

Job Seeker Start Page > Profile

The profile contains your resume and your job preferences. If you do not release this data, only you have access to it.

| Profile | 1 Work Experience | 2 Education | 3 Qualifications | 4 Attachments | 5 Desired Job |

◄ Qualifications | Desired Job ►

Do you want to supplement your data by adding attachments?
You can attach electronically stored documents to supplement your data.

Attachments

Document Title	⇕	Attachment Type	⇕	Language	⇕
No attachments currently exist.					

Page 0 of 0

Add Attachment

2. Select the attachment type from the drop down box. Browse your computer to locate the document, give the document a title.   Files which cannot be uploaded are PowerPoint and Visio. Size limitation on files is 500kb for most files and 1mb for some.

Profile

Job Seeker Start Page > Profile

The profile contains your resume and your job preferences. If you do not release this data, only you have access to it.

| Profile | 1 Work Experience | 2 Education | 3 Qualifications | 4 Attachments | 5 Desired Job |

◄ Qualifications | Desired Job ►

Do you want to supplement your data by adding attachments?
You can attach electronically stored documents to supplement your data.

Data

Attachment Type	-- Select -- ▼
Language	English ▼
File	Browse...
Document Title	

Save   Cancel

3. You may add several attachments, and edit or delete any of these attachments.

Desired Employment

What expectations do you have of your future job?

1. Click on the **Desired Job** tab to specify your preferences and requirements.

2. If you want to select multiple entries in each category, hold down the control key on your key board while using your mouse to select your preferences.

3. You can also give us more information in your own words at the bottom of the screen.

Screen view continues on next page.

Navigation Buttons

1. Advance to the next tab, use one of the three icons on the right side of the screen to navigate.

2. Run your cursor over the buttons to see what each one does. The button on the left takes you to the **next page.** The middle button returns you to your **last entry.** The button on the far right is your **navigation button.**
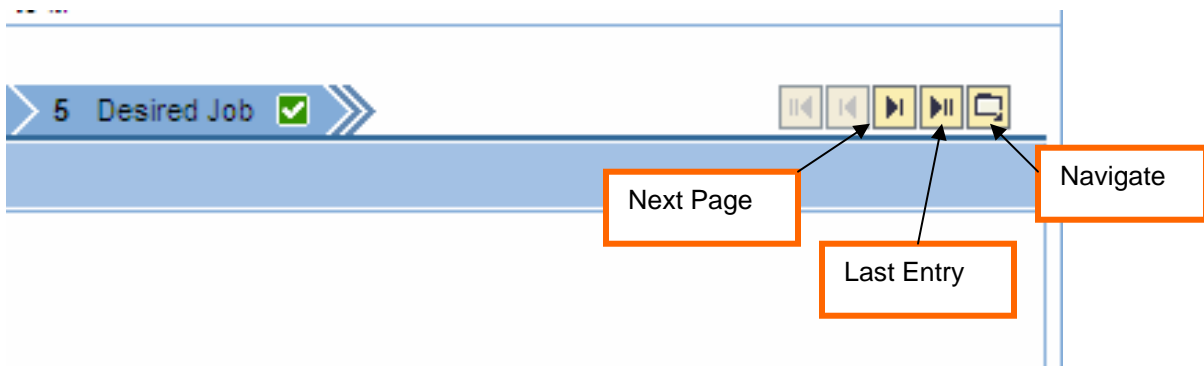
Data Overview

The next tab, called **Data Overview,** is an overview of the information you've entered in your profile. Take a moment and review the contents. If you wish to change any of this information, return to the appropriate section in **Option 1: Build Resume Profile** and update the information.

NOTE: The **Data Overview** Tab has temporarily been moved to the **View My Resume** link from the **Job Seekers Start Page**.

Demographic Information

This information is confidential and released only to authorized personnel.

To increase the representation of persons with disabilities, Vietnam-era veterans, disabled veterans, and persons age 40 and over, an employer may certify individuals from one of these groups that might not have otherwise been considered.

1. Review Affirmative Action Definitions by clicking on the highlighted link.

2. Complete the section by selecting appropriate responses to the questions.

The profile contains your resume and your job preferences. If you do not release this data, only you have access to it.

| Option 1: Build Resume Profile | 6 Data Overview | 7 Demographic Information | 8 Veteran Status | 9 Profile Release |

◄ Data Overview | Veteran Status ►

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below.
This information will be treated as confidential and will be available only to authorized personnel. Please review the Affirmative Action Definitions

Demographic

What is your gender?	-- Select -- ▼
Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working,	-- Select -- ▼
caring for yourself, walking, doing things with your hands, seeing, hearing speaking, or learning?	
Are you 40 years of age or older?	-- Select -- ▼
What is your date of birth?	MM/DD/YYYY 🗓

Save   Cancel

Veteran's Status

1. This section pertains to veterans and their spouses.

   - If you are a veteran or were married to a now deceased veteran, complete this section of your profile. Be sure to select an answer for all of the questions listed on this page.

   - If these questions do not apply to you, answer the first question and continue on to the **Profile Release** tab.

Profile Release

1. Releasing your profile allows recruiters to find you during a candidate search.

   NOTE: If you choose, you can keep your application in the system and prevent anyone from finding you in a search by locking your profile. You can **lock** or **unlock** your profile at any time.

2. We advise that you periodically review your on-line resume to ensure it remains accurate and current. If you need to revise or change content, just return to the corresponding section and enter the information in the appropriate fields. Once you make and save the changes your profile will be updated.

3. Prior to releasing your profile you will be prompted to read our **Data Privacy Statement.**

Data Privacy Statement: In submitting these materials, I certify that information contained in my resume, and all other application-related information I have provided here is true, correct, and complete. I understand that consideration for employment and the continuation of subsequent employment depend on true, accurate and complete representation of these facts as stated or implied in all application-related material. I understand that untruthful or misleading answers are cause for rejection of my application, removal from the candidate pool, or dismissal if I am employed.

Job Seeker Start Page > Profile

The profile contains your resume and your job preferences. If you do not release this data, only you have access to it.

| Profile | 6 Data Overview | 7 Demographic Information | 8 Veteran Status | 9 Profile Release |

◄ Veteran Status

Do you want to be considered for open job vacancies?

Release your profile to enable recruiters to access your data (see data privacy statement). You can lock your profile again at any time to prevent anyone from accessing your data.

○ Release Profile

◉ Lock Profile

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Please confirm acceptance of our data privacy statement. Data Privacy Statement

☑ Yes, I have read the data privacy statement and I accept it

Save

NOTE: If there are questionnaires or exams associated with a job they will appear as **tabs following the "Veteran Status" tab.**

Interest Groups

As part of completing your profile you can identify yourself with an interest group. Interest groups relate to general occupational categories. As a member of an interest group, you may be notified by employers of upcoming job opportunities based upon the interest area.

1. Click on **Identify Interest Group.**

Job Seeker Start Page

Creating a profile on the Washington State Careers website provides a central location for maintaining personal information, allows state employers to match your skills to positions, and offers tools for quick, manageable job searching and applications.

My Name and Contact Information

Enter your name, email address and contact information here.
My Personal Details
My Contact Information

My Resume

The profile contains your resume and your desired employment. You may lock and release your profile, build and save your resume and/or copy and paste your resume to submit for specific positions.
Option 1: Build Resume Profile
Option 2: Copy and Paste Resume
View My Resume
Release Profile for Consideration
Identify Interest Group

My Job Search and Applications

If you are interested in applying for a specific position, apply directly. Otherwise, search and apply for opportunities that interest you. You can add job opportunities to your Favorites list and also view the status of existing applications.
Apply Directly
Search for Jobs
Favorites
Manage Applications

Change Personal Settings

Tailor your pages to suit your personal requirements. This includes defining your preferred display format for the data overviews and defining your printer location.
Change Personal Settings
Change User Name

View Help and Use Services

Access the statewide careers website for additional job seeker information or view a demonstration of how to apply for an opportunity.
View Demonstration
Link to WA Careers Website

2. You may select from six groups; (1) College Recruitment, (2) Entry, (3)Intern, (4) Management, (5) Professional, and (6) Trades.

Assign Interest Group

Job Seeker Start Page > Assign Interest Group

Your Current Interest Group

Assign yourself to an interest group. You then receive all the information that is relevant to this interest group.

Interest Group   -- Select --

-- Select --
College Recruitment
Entry
Internship
Management
Professional
Trades

Save

If you need assistance with this process, please contact the Department of Personnel at 360 664-1960 or 1-877-664-1960, or e-mail Information@dop.wa.gov.

The State of Washington is an equal opportunity employer. Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211.

To view other Job Seeker help documentation close this document and return to our careers.wa.gov website.